

CURRENT QUALIFICATIONS		
Qualification Title	Institution / Training Provider	Year completed

Please describe the skills you hold which are relevant to the position applied for (eg. for a typist – typing speed, word process capability, shorthand capability, etc):

CONVICTIONS / DISQUALIFICATIONS		
To ensure the safety of clients / members you will also be required to undergo a criminal history check through the Department of Courts as part of the recruitment process. A criminal record will not necessarily be a bar to obtaining a position at the Kahungunu Executive. If a check is returned and reveals any information, this will be discussed with the applicant. The Team Co-ordinator, General Manager and Board of Management will make a decision as to whether the Offer of Employment should be withdrawn.		
Have you ever been convicted of any criminal offence or serious traffic offence, which would not be withheld under the Criminal Records (Clean Slate) Act?	Yes ☐	No ☐
If yes, please give brief details:		
Are you awaiting the hearing of charges for a criminal or serious traffic offence in a civil or criminal court of law?		
Yes ☐		
No ☐		
If yes, please give brief details:		

REFEREES			
Please give the details for three references.			
Do you agree to have referees contacted in relation to this application?		Yes ☐	No ☐
<i>Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.</i>			
Name of Referee One and relationship to you:			
Address:			
Post Code:			
Telephone:	Daytime:	Mobile:	
Email address:			
Name of Referee Two and relationship to you:			
Address:			
Post Code:			
Telephone:	Daytime:	Mobile:	
Email address:			
Name of Referee Three and relationship to you:			
Address:			
Post Code:			
Telephone:	Daytime:	Mobile:	
Email address:			

DECLARATION			
▪ I declare that, to the best of my knowledge, the information given is true and correct. ▪ I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. ▪ I understand that this application does not constitute an offer of employment. ▪ I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.			
Signed:		Date:	

EMPLOYMENT APPLICATION CHECKLIST		
Employment Application form completed, signed and dated.	Yes ☐	No ☐
Covering Letter	Yes ☐	No ☐
Copy of your Curriculum Vitae	Yes ☐	No ☐

Please return your Employment Application to:

Kahungunu Executive, 65 Queen Street, PO Box 79, WAIROA 4160
 Telephone: (06) 838 6835 Fax: (06) 838 7290 E-mail: admin@kahu-exec.co.nz